

1. Log into the Living Well website using the login name and password that you create.

The screenshot shows the Living Well website interface. On the left, there is a sidebar with a date 'Nov 17, 2011' and a section titled 'Living Well Sustainability Toolkit Released' dated 'Nov 02, 2011'. Below this is a 'Quick Links' section with several links: 'Oregon Living Well with Chronic Conditions', 'National Council on Aging', 'Centers for Disease Control Healthy Aging', 'Administration on Aging', and 'Washington State Oral Health Program'. A 'Log in' section follows, containing fields for 'Login Name' and 'Password', a 'Log in' button, and a link for 'Forgot your password?'. At the bottom of the sidebar is a link to 'Become a Contributor'. The main content area features the 'TEAM UP TO STAY HEALTHY' logo and a sub-header 'What you should know about your Medicare preventive benefits'. The text explains that the new 'Team Up to Stay Healthy' brochure can help patients understand and take advantage of their Medicare options. It lists three bullet points: explaining physician visits, helping patients prepare for visits, and providing an overview of preventive screenings. A 'Log in' button is highlighted with a red arrow.

2. Select WORKSHOP In the Contributors box.

This screenshot shows the 'Contributors' section of the Living Well website. The sidebar on the left has a 'Contributors' header and a list of options: 'Add a new:', 'Event', 'Workshop', 'Training', 'Resource', and 'Resource file'. A red arrow points to the 'Workshop' option. The main content area displays the 'TEAM UP TO STAY HEALTHY' logo and the same text and bullet points as the previous screenshot, but the 'Log in' button is no longer highlighted.

3. Add the **title of the Workshop**.

4. Add **descriptive text** of the workshop. For example the CDSMP text listed at the end of these instructions.

5. Add the **county** where the workshop is being held.

6. Add the **workshop location**. Be sure to include;

- a. Name of building (Ferndale Fire Hall)
- b. Street address (123 Main Street)
- c. City, State (Bellingham, WA)

7. Add the **workshop start** date, beginning with year, month, date, and time of day (including am or pm).

8. Add the **workshop expiration date**. This will be the date that the workshop will no longer be posted to the Living Well website. Please make this date Session Two of the six week workshop. For example, if the workshop start date is April 1, 2012 at 1:00 pm. The expiration date is April 8, 2012, at 3:30 pm. To retain fidelity to CDSMP participants do not start a workshop after the second session concludes.

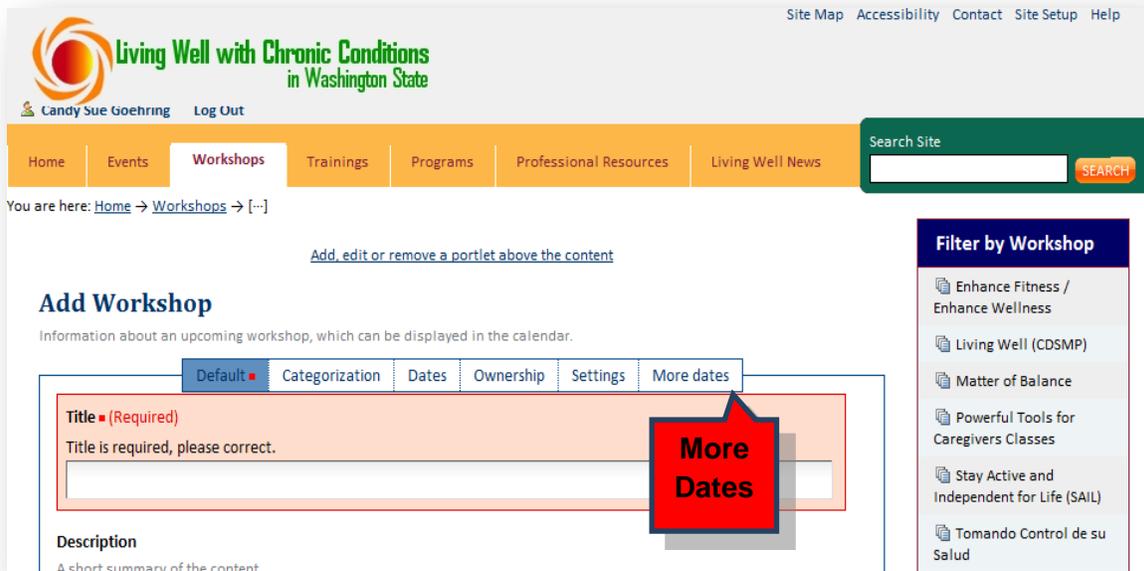
The screenshot shows the 'Add Workshop' form on the Living Well website. The form is titled 'Add Workshop' and includes a sub-header 'Information about an upcoming workshop, which can be displayed in the calendar.' The form has several tabs: 'Default', 'Categorization', 'Dates', 'Ownership', 'Settings', and 'More dates'. The 'Default' tab is selected. The form fields are as follows:

- Title (Required):** A text input field with a red border and a red error message: 'Title is required, please correct.' A blue arrow points to this field.
- Description:** A text area with a green border and a green error message: 'Description is required, please correct.' A green arrow points to this field.
- Counties (Required):** A dropdown menu with 'Adams County' selected. A red arrow points to this field.
- Event Location:** A text input field with a red border and a red error message: 'Event location is required, please correct.' A red arrow points to this field.
- Event Starts (Required):** A date and time selector with '2013 / October / 9' and '01 : 45 PM'. A yellow arrow points to this field.
- Event Ends:** A date and time selector with '2013 / October / 9' and '01 : 45 PM'. A purple arrow points to this field.
- Expiration Date (Required):** A date and time selector with '2013 / October / 9' and '01 : 45 PM'. A black arrow points to this field.

On the right side of the form, there are two filter sections:

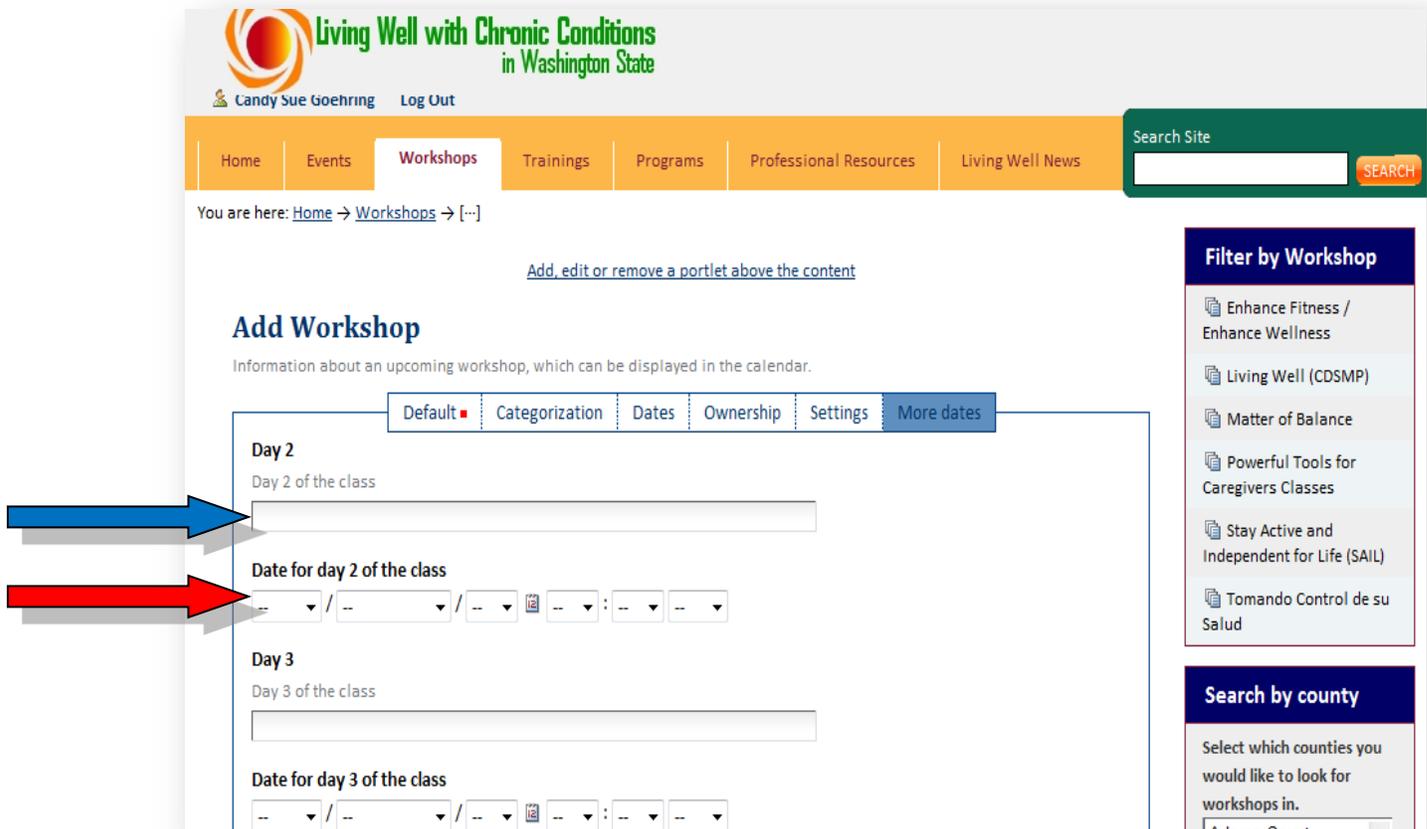
- Filter by Workshop:** A list of workshop categories with checkboxes, including 'Better Choices, Better Health', 'Chronic Pain Self Management', 'Diabetes Self Management', 'Enhance Fitness / Enhance Wellness', 'Living Well (CDSMP)', 'Matter of Balance', 'Online Workshops and Events', 'Powerful Tools for Caregivers Classes', and 'Tornado Control de su Salud'.
- Search by county:** A list of counties with checkboxes, including 'Adams County', 'Asotin County', 'Benton County', 'Chelan County', 'Clallam County', 'Clark County', 'Columbia County', and 'Cowlitz County'.

9. Select the tab titled More Dates



10. For each session of the six week workshop insert;

- In the Day 2 box type in "Session Two".
- Enter the **year, month, date**. Ignore the time of day. The hash marks in the time of day box will not display as a specific time.
- Repeat this step for Days 3 through 6 (sessions 3 through 6).



11. Be sure to click **SAVE** when you have all of the sessions entered before you leave this page.

The screenshot shows a web form for entering workshop sessions. It is divided into three sections for Day 8, Day 9, and Day 10. Each section contains a text input field for the session name and a date-time picker. At the bottom left, there are two buttons: 'Save' (with a yellow star icon) and 'Cancel'. A green callout box with a black border and the word 'SAVE' in bold black letters is positioned over the 'Save' button, with a green arrow pointing upwards towards it. At the bottom right of the form, there is a blue link that reads 'Add, edit or remove a portlet below the content'.

12. After selecting SAVE, the screen will automatically return to the Add a Workshop screen.

13. Do not insert information into the Event Body Text or Attendees boxes.
14. Scroll down to the highlighted box for selection of **Existing Categories**. Select the category that matches your workshop. Ignore the new categories box-leave it blank.
15. Add the **language** of the workshop.
16. If you have an **URL** for a web address enter here.
17. Enter **Contact Name, email address and/or phone**.
18. **SAVE** your entries for the workshop!!!

Which group or groups is this event for? * (Required)

If the group isn't on the list, feel free to add them in the new categories section. You can select multiple groups or categories by holding down CTRL.

Existing categories

- Chronic Pain Self Management
- Class Leaders
- Coming of Age
- Community Event
- Diabetes
- Diabetes Self Management
- Face-to-Face
- General Public
- General public, women only
- Group Health
- Health Professionals
- Leader Training
- Library
- Living Well (CDSMP)

New categories

Language * (Required)

Select the language of the event.

English ▼

Event URL

Web address with more info about the event.

Contact Name

Contact E-mail

Contact Phone

Save

Cancel

SAVE

19. You will automatically be taken to the Workshop page. Look for the State: Private tab and click on the **down arrow**.

Living Well with Chronic Conditions in Washington State

Candy Sue Goehring Log Out

Home Events Workshops Trainings Programs Professional Resources Living Well News Search Site

You are here: Home → Workshops → CDSMP

Add, edit or remove a portlet above the content

View Edit Vocabularies Sharing Sub-types Actions State: Private

Info Changes saved.

iCalendar vCalendar Send this Print this

CDSMP
by Candy Sue Goehring — last modified Apr 04, 2012 10:49 AM
Six week workshop to improve health.

What	Living Well (CDSMP)
When	Apr 04, 2012 10:30 am
Where	Senior Center

Filter by
Enhance W
Living V
Matter
Powerf
Caregivers
Stay Ac
Independe
Toman
Salud

Search
Select whi
would like
workshops

20. Select the **Submit for Publication** option. This sends a message to the reviewers to publish the workshop on the website.

Living Well with Chronic Conditions in Washington State

Candy Sue Goehring Log Out

Home Events Workshops Trainings Programs Professional Resources Living Well News Search Site SEARCH

You are here: Home → Workshops → CDSMP

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CDSMP
by Candy Sue Goehring — last modified Apr 04, 2012 10:49 AM
Six week workshop to improve health.

What	Living Well (CDSMP)
When	Apr 04, 2012 10:30 am
Where	Senior Center
Contact Name	Candy Goehring

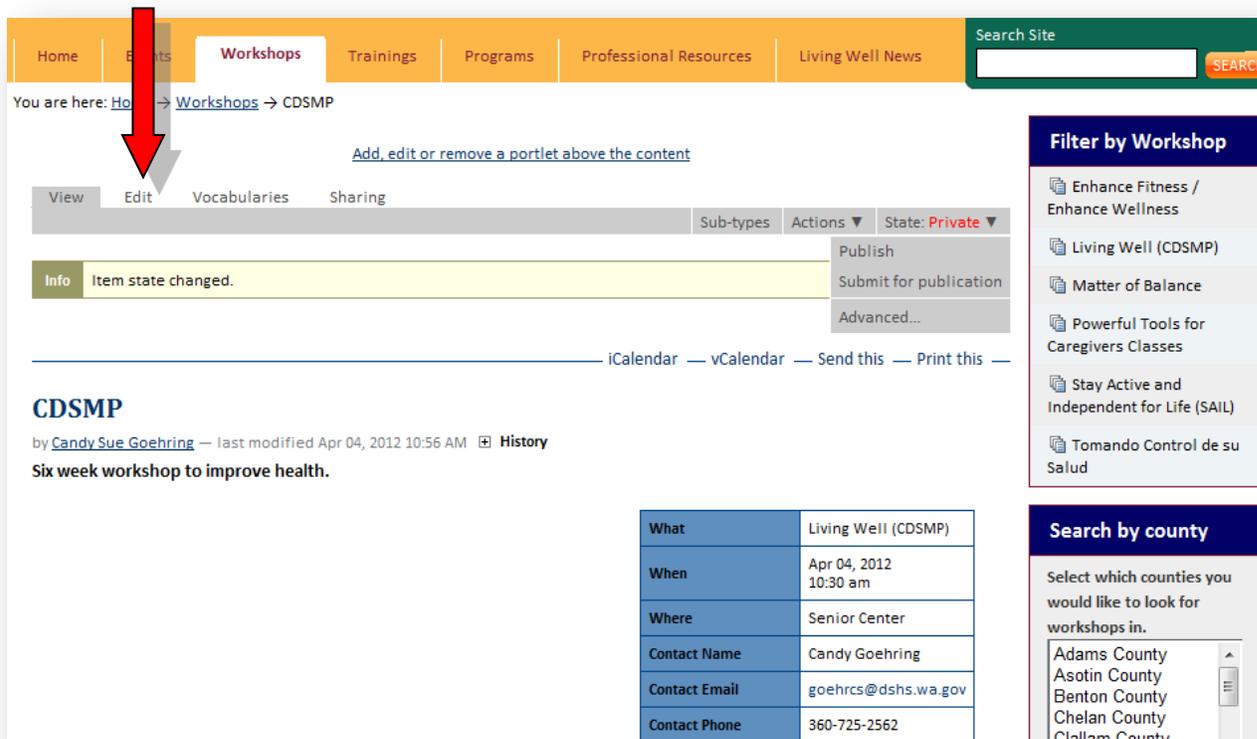
Filter by Workshop
Enhance Fitness / Enhance Wellness
Living Well (CDSMP)
Matter of Balance
Powerful Tools for Caregivers Classes
Stay Active and Independent for Life (SAIL)
Tomando Control de su Salud

Search by county
Select which counties you would like to look for workshops in.
Adams County
Asotin County

21. Review the content of this screen for workshop accuracy and completeness. If all information is correct, your workshop information will be sent to the web reviewers for publication on the Living Well webpage. Congratulations!! After your workshop is posted on the website and you find you need to make changes, for example, the workshop starting date has changed, or the workshop location has

moved, then log in to the Living Well website as a contributor, click on the workshops tab and scroll down to find your workshop. Click on the orange tab “Read More...” below the text of your workshop. Then follow the directions below (#22) to make workshop changes.

22. To make corrections or changes, select the **Edit** tab.



23. This takes you to the Edit Workshop page. Corrections are made here. Be sure to click on the **SAVE** button at the bottom of the page that you edit.

Once your edits are made and saved, the information will be corrected on the Living Well webpage automatically.

Pat yourself on the back- you have successfully posted CDSMP/Tomando workshop to the Living Well website.

Listed below are sample workshop and training descriptions that can be cut and pasted into the Description box on the Add a Workshop screen.

Sample CDSMP text

This six week workshop teaches practical skills for living a healthy life for participants with an ongoing condition such as asthma, diabetes, high blood pressure, heart disease, obesity, or arthritis. Developed by Stanford University’s Patient Education Department, the workshop is designed to help people learn to manage their chronic conditions and improve the quality of their lives. Family members, friends and caregivers can also participate. By participating in the six week workshop, people increase their confidence and motivation needed to manage the challenges of living with a chronic health condition.

Sample Text for Tomando Control de su Salud

"Tomando Control de su Salud" is a FREE workshop given two and a half hours, once a week, for six weeks. This workshop is for anyone who has an ongoing chronic medical condition who would like additional help and/or support in living a healthier life style. Participants will learn how to deal with frustration; proper use of medications to improve health; proper exercise to improve and maintain strength and endurance; how to better communicate with family, friends, and healthcare workers; healthy eating and more!

Text for Lay Leader training

Are you motivated to live your healthiest life and help others do the same? Do you have good listening and communication skills? Do you want to assist people to feel more in control and build their self-confidence? Do you want to help folks with chronic conditions manage their lives through positive role modeling and facilitate chronic disease self-management workshops in your area?

If you answered yes to any of the questions above, please consider becoming a volunteer facilitator or Lay Leader for the Living Well with Chronic Conditions workshops. Workshops are made up of 6 sessions, held once a week for 2 ½ hours per session.

Facilitator or Lay Leader training was developed by the Stanford University Patient Education Research Center.

You are invited to participate in the four day training. The minimum requirements: 1) you must complete the full 4-day training to become certified as a Lay Leader and 2) you agree to help facilitate a minimum of two, six week workshops per year to maintain your certification.

Lay Leaders work in teams of two, so consider attending with a friend. It is strongly recommended that Lay Leaders are individuals living with a chronic condition and be a peer leader, rather than a health or social service professional. It is also very helpful if interested individuals have attended a Chronic Disease Self-Management Program workshop as a participant prior to attending the Lay Leader training.